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5. Headquarters Notice: Prepared a Headquarters Notice "Income Tax Assistance" to RCS for publication.

6. PASG: In the wake of the general acceptance of most of the PASG Report, members of the Plans Staff began the major task of devising methods for implementing the several recommendations.

7. CIARDS: Our administration of CIARDS annuitants took a new wrinkle this week in that for the first time a survivor (widow), who has been in a mental institution and whose annuity was being administered by a lawyer appointed by the court, herself died. This ends all of CIARDS' relationships with all survivors in this particular case.

8. Position Management:

A. The proposed merger of the ODDI Planning Staff and the Administrative Staff into a Management Staff was discussed with DDI officials.

B. A preliminary review has been made of the OWI Defensive Systems Division positions in preparation of an audit of these positions.

C. The survey of the Imagery Analysis Service has been initiated.

D. A compilation of supergrade and executive pay positions statistics covering ceiling and on-duty personnel by Directorate and by grade from 1967 to 1973 was developed for the use of Chief, Budget and Management Staff, Office of the Comptroller.

9. Suggestion Awards:

Comparison on statistical data regarding suggestion awards for each of the first 6 months of FY 1973 and FY 1974 is shown below:

	<u>FY 73</u>	<u>FY 74</u>
Suggestions Received	220	311
Cash Awards	\$10,885	\$12,785
Average Cash Award	\$145	\$241

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10. PERCON: A Computer Dictionary affecting the PERCON system was expanded to include new Wage Board schedules and grades and steps for Graphic Arts employees.

11. Deaths: None of the 33 employee deaths of 1973 was as a result of performance of duty. However, 7 deaths of the 36 employee deaths in 1972 were the result of the performance of duty.

12. Blood: Tuesday, 18 January was Blood Donor Day! Agency employees donated 175 pints. In January 1973, 149 pints of blood were donated.

Things to Come

1. We expect that position survey activity will continue on a more active basis since in most areas employees have returned to duty from Christmas leave.

2. Continue our work incident to implementing the Personnel Approaches Study Group Project.

3. Complete the Consolidated APP in the new format.

4. Complete the re-draft of the Annual Leave Notice and the review of the Contract Type I Personnel OPM.

5. Discuss with Directorate representatives their preparation of PDP statistical reports.

(signed) F. W. M. Janney

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Director of Personnel

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